



DTE Code: EN4139

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**JHULELAL INSTITUTE OF TECHNOLOGY**  
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Vision: To become an eminent institution through knowledge and research.



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## INTERNAL COMPLAINT COMMITTEE POLICY

**Aim of the Cell-** To safeguard the interests of the female staff and students

### Objective of the Women's Grievance Redressal Committee

- The committee will deal with the cases/ complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching female staff of the college.
- The committee shall process all the individual complaints and take immediate suitable action.
- The committee will provide assistance to the faculty/ college for taking preventive steps in the matter of gender discrimination and sexual harassment.
- The Head of the Department MBA will be the Chairperson of the committee and may appoint members of the committee.
- The committee may form/ review the guidelines/ policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.

### Grievance Procedure

- Any woman employee or female students will have the right to lodge a complaint concerning sexual harassment against any student or employee of the institute by writing a letter, email or putting complaint to the Chairperson, Women Grievance Redressal Cell.
- The cell will be open 24\*7 for filing complaints (applicable to email)
- The complaint will be accorded full confidentiality at this stage.
- After receiving the complaint, the chairperson shall convene the meeting of the committee.
- The Chairperson will ask Women Grievance Redressal Cell Co-ordinator to convene the meeting.
- Women Grievance Redressal Cell shall then decide the course of action to proceed.

- The complaint will stand dropped if in accordance to the committee the complaint has not been able to disclose prima-facie an offence of sexual harassment.
- In case the investigation committee decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning will suffice then alleged offender shall be called to the meeting of the committee, heard and if satisfied that a warning is proper, he will be warned about his behavior and non-occurrence of it. The complaint will be withdrawn on the request of the complainant. In case the complainant requests that the complaint should be proceeded with beyond mere a warning, the same may be proceeded with in the manner prescribed hereafter.

#### **Procedure for Investigation**

- The accused shall be given in writing by the Women Grievance Redressal Cell Members an opportunity to explain within one week why he should not be, for good and sufficient reasons, be punished for the act of sexual harassment on his part.
- Written explanation will be sought from the accused and the Women Grievance Redressal Cell Members will investigate and decide whether the offence deserve a minor penalty or a major penalty.
- In the event that the Women Grievance Redressal Cell Members decides that the accused be imposed a minor penalty, the said penalty will be recommended by the Women Grievance Redressal Cell Members to the Chairperson of Women Grievance Redressal Cell for decision.
- If the Women Grievance Redressal Cell Members comes to a conclusion that the accused is found to be guilty, he/she should be imposed major penalty, it shall make a recommendation of action. If the accused is an employee, he may be placed under suspension under the provision of act.
- If a person is charged with physical molestation or rape on college/ society's premises, he shall be immediately placed under suspension pending the completion of the investigation and enquiry and a complaint will be lodged with concerned authorities. Appropriate actions can be initiated as per the laws of Indian penal code.

## Punishment for Sexual Harassment

- Any member of the institute fraternity (student/ employee/ outsider related to the institute) found guilty of sexual harassment shall be liable to be punished. This shall be subject to the same penalties for major or minor misconduct as prescribed under government/ university rules.
- A student guilty of sexual harassment shall be liable for any of the following penalties:
  - a. Warning or reprimand
  - b. Suspension from university/ college for a period of one month
  - c. Debarment from appearing for the examination for a period of three years
  - d. Restriction from the university as the case may be
  - e. Any other punishment as defined by the government/ university act.
- Cell ensures that the judgement will be done on a fair basis without giving undue advantage to anyone involved.

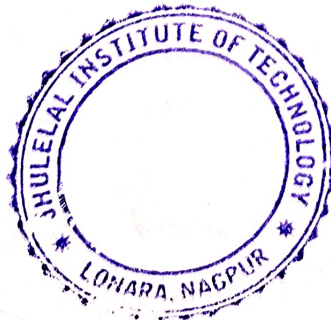
## Protection Against Victimization

- The committee noted and approved the policy on protection against victimization of the Women Grievance Redressal Cell as follows:
- In the event of the complainant being a student and accused being a teacher, during the pendency of the investigation and enquiry and even after such an enquiry if the teacher is found to be guilty, the accused will not act as an examiner for any examination for which the student appears.
- In the event the complainant and the accused both being employees, during the pendency of the investigation and enquiry, even after such an enquiry if the accused is found to be guilty, the accused shall not write the condition reports of the complainant, if it is otherwise so authorized.

*VS*

Prof. Nayan Shambharkar

Coordinator



*[Signature]*  
Dr. Narendra Bawane

Principal  
**PRINCIPAL**  
**JHULELAL INSTITUTE OF TECHNOLOGY**  
**NAGPUR.**